

SAN BENITO COUNTY
1996
OCCUPATIONAL OUTLOOK

A Product of the California Cooperative Occupational Information System

Sponsored By:

**The San Benito County Private Industry Council,
The California Employment Development Department,
Labor Market Information Division**

And

The California Occupational Information Coordinating Committee

December 1996

March 10,1997

Dear Labor Market Information User,

The San Benito County Private Industry Council is enclosing a copy of ~~the~~ **1996 Occupational Outlook Report** for San Benito County. This is the first Labor Market Information report to be completed by San Benito County in cooperation with the California Cooperative Occupational Information System (CCOIS). Out of the fifteen occupations that were surveyed, sufficient information on thirteen of the occupations was gathered in order to complete the summaries.

The **Occupational Outlook Report** provides you with valuable localized occupational information in the areas of wages and benefits, education and training, skills and abilities, and employment projections. The information was obtained from local employers who participated through a mail-out survey.

We hope the report will be useful to training institutions, human service agencies, economic development organizations, and others. Please let us know if you have any questions or suggestions. You will find an evaluation form regarding the effectiveness of this labor market project in the back of the Occupational Outlook. Please take the time to complete, and mail in this form. The form is already postage-paid for your convenience.

Sincerely,

Alan Clark
Chairman

Herman C. Fehl
Director

Laura Schipper
Research Technician

The California Cooperative Occupational Information System

Project Staff

San Benito County Private Industry Council

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Special Thanks

Thank you to all the employers and employees who participated in this study. We appreciate the valuable time it took to answer the occupational surveys. Also, thank you to the LMID staff who provided technical support.

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Introduction

Welcome to the first Occupational Outlook Report for San Benito County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). It is produced through a partnership between the San Benito County Private Industry Council (at the local level) and the Labor Market Information Division of the California Employment Development Department. This project was initiated in 1986. This is the first year that San Benito County participated in this statewide effort.

This report provides current, local occupational information to aid in career decisions and employee selection. In doing so, it meets the goals of matching the labor needs of employers with the skills and qualifications of job seekers.

Information in this report is specific to San Benito County. The report summarizes information of thirteen occupations that were surveyed during the summer and fall of 1996. The occupations surveyed were selected for study based on the needs of local career development and workforce preparation staff. Omission of an occupation does not imply that training for that occupation is not appropriate or available at this time.

Each of the occupational outlook summaries follows the same basic format and uses consistent terminology in order to make the information as user-friendly as possible.

Potential Uses for this Information

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, including occupational size and expected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new programs, or eliminate outdated programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected occupational trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages. This information will be very useful in determining the potential for business growth and development in the San Benito County labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater, because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors, can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

For More Information

It is hoped that this publication will meet the needs of its users. If you would like more information on the contents of this report, please call Laura Schipper at the Community Services & Workforce Development Office at (408) 637-9293.

Interpretation of Occupational Tables

Each occupational summary follows the same basic format. The following is an explanation for each section of the summary. The information for each section is based on local employer surveys and other data obtained from the California Employment Development Department, as described in the “Research Methods” section of this report.

Occupational Title and Definition

(Occupational Statistics.

The title and definition for each occupation are based on the OES (Occupational Employment Statistics) dictionary published by the Bureau of Labor Statistics. The occupations are listed alphabetically by their OES titles.

Education, Training, and Experience

This section presents a summary of the work experience and training that surveyed employers require (or prefer) prior to employment. Training generally refers to vocational training as provided through such programs as Regional Occupational Programs (ROP), private vocational schools, state-approved apprenticeship programs, and community college vocational training program. The education level of most recent hires is also reported in this section. Education refers to academic education as provided by institutions such as high schools and colleges.

Where reference is made using the terms **almost all, most, many, some or few**, the following guidelines apply:

Almost all = more than 75% of the survey respondents

Most = 51% to 75% of the survey respondents

Many = 35% to 50% of the survey respondents

Some = 10% to 34% of the survey respondents

Few = less than 10% of the survey respondents

Employer Supply and Demand

This section reflects supply and demand for each occupation based on the degree of difficulty employers have in finding qualified job applicants. The following terms are used to classify occupational supply and demand in San Benito County:

Very Difficult: Demand is considerably greater than the supply of qualified applicants.
Employers often cannot find qualified applicants when an opening exists.
The labor market is very good for the job seeker.

Somewhat Difficult: Demand is somewhat greater than the supply of qualified applicants.
Employers may have some difficulty finding qualified applicants at times.
The labor market is generally good for the job seeker.

A Little Difficult: Supply is somewhat greater than demand for applicants, and applicants may experience competition in seeking jobs for this particular occupation.

Not Difficult: Supply of qualified applicants is far greater than the demand for employment, resulting in a very competitive job market for applicants.

Size, Projections & Separations

The estimated number of employees working in the occupation in San Benito County.

The scale used to measure occupation size is:

Small = 13 or less employees

Medium = 14 to 26 employees

Large = 27 to 56 employees

Very Large = 57 and more employees

The occupational employment growth projections through the year 2000 for each occupation surveyed, is data obtained from the Employment Development Department's Occupational Forecast Tables. The average projected growth rate over a seven year period for San Benito County is 14.5%. Ranges of growth per year over seven years (1993-2000) have been defined based upon the formulas that follow:

Much Faster Than Average =	1.50 times average or more for all occupations
Faster Than Average =	1.10 to 1.49 times average for all occupations
Average =	.90 to 1.09 times average for all occupations
Slower Than Average =	.89 average or less for all occupations
Remain Stable =	zero
Slow Decline =	less than zero

Growth data can help determine if an occupation is likely to provide increasing or decreasing future job opportunities. Even in growing occupations, the supply of qualified people could exceed the demand for a variety of reasons. These reasons can include small occupational size, large numbers of qualified job applicants, and large numbers of people being trained for that occupation.

Separations project the number of people in San Benito County who will permanently leave the occupation. Separations combined with growth can provide an indication of the number of jobs that could be available in an occupation with low job turnover.

Wages and Benefits:

Wage ranges and median wages are provided at three levels of skill and experience. Extreme high and low values have been excluded to allow for a more useful range estimate. Earnings information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. However, the data is not intended to represent official prevailing wages.

Benefit information indicates the extent in which employers provide medical insurance and other fringe benefits to employees. Benefits most commonly provided by employers are listed in this section.

General Information

Skills generally needed for the occupation are identified in this section. These skills include technical, physical, personal, and basic skills. Skills are broadly defined to include knowledge and abilities. Emerging technology and skills are described and sometimes obsolete skills are mentioned. Promotional opportunities, if available, are noted.

Other relevant information, in this section, includes identifying which occupations are non-traditional occupations for women, the percentage of unionized employees, and other job titles used for the occupation, in the county.

Methods of recruiting new employees are reported by the percentage of those who were hired in the past twelve months. Because an employer may use more than one method of recruitment, the total will equal more than 100%. If an employer uses any other form of recruitment other than those mentioned on the questionnaire, it is usually mentioned in this section.

Employing Industries

This section shows a pie chart identifying the major employing industries for this occupation, in the county. Some industries may be grouped together because their individual percentages are too small to identify separately.

Research Methodology

The completion of each Occupational Report is the result of a cooperative effort between the San Benito County Private Industry Council Office (PIC) and the Employment Development Department's Labor Market Information Division (EDD/LMID). Each group is responsible for the completion of certain assigned tasks.

The PIC'S tasks include selecting occupations for study, preparing and printing questionnaires, conducting the survey, analyzing the data produced from tables generated with LMID/CCOIS software, and producing and distributing the final report.

EDD/LMID provides technical support that includes developing employment by industry and occupation estimates, designing and maintaining computer software for printing the questionnaires, producing tabulations of survey results, and assisting the PIC staff. EDD/LMID has also established standards for interpretation of data that ensure that Occupational Outlook Reports from other areas are comparable.

The CCOIS process is as follows:

- (1) **EDD develops estimates of employment by occupation and industry** These are called Occupational Forecast Tables and provide 1993 employment by occupation, projected seven year growth, and separation figures for occupations in SanBenito County. The tables were generated using state unemployment insurance records of San Benito County businesses and from Occupational Employment Statistics (OES) data, which are taken from a survey of occupational distribution within industries and identified according to Standard Industrial Classification (SIC) titles.
- (2) **The PIC selects occupations for study** A preliminary list of occupations was developed. The list was reviewed by members of the PIC. From the input of these individuals, some occupations were eliminated and others were added. The final list of fifteen occupations was selected and each occupation was clearly defined and appropriate OES titles were assigned.

- (3) **EDD creates an automated sample that is representative of all employers for each occupation**One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. These industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups. Some examples are agriculture, construction, manufacturing, and retail trade, which contain several hundred detailed industry categories. Every firm is classified in one or more of these detailed industry categories, according to the products they produce or services they provide. As an example, a medical assistant would generally work for a firm classified in the health services category, whereas a general office clerk could be scattered across several industries -- health services as well as retail trade, manufacturing, etc. The sample was reviewed by PIC staff and employers were added and deleted, as appropriate.
- (4) **EDD designs and the PIC prints the questionnaires for each selected occupation**Separate questionnaires were developed for each of the 15 occupations. Since the standard questionnaire did not contain a skills question, PIC staff developed a third page to cover skills for each occupation. The questionnaires were mailed in August, 1996.
- (5) **The PIC staff surveys the employers from the sample by mail, fax or phone**After the first mailing, all employers who did not return a completed questionnaire by the designated deadline received a follow-up phone call. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. All surveys were reviewed for accuracy and employers were re-contacted, if answers were missing, unclear, or if any conflicted with other answers. Survey responses were entered into the computer.
- (6) **The PIC staff submits a letter to CCOIS management requesting permission to delete or exclude any occupations in the survey that are found to not be in significant number in the county or, if sufficient data are unavailable.** San Benito County had two such occupations that were approved by CCOIS for exclusion, from the 1996 survey.
- (7) **The PIC staff tabulates all survey responses and analyzes the data tables.**The tabulations were generated on computer software provided by EDD, except for the skills data. From the tabulations, the data was analyzed by the PIC staff.

- (8) **The PIC staff produces a draft report, then publishes and distributes the Occupational Outlook Report.**
The occupational summaries in the report provide information on training and hiring requirements, size of the occupation, growth rate expected, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

OCCUPATIONAL SUMMARIES

ASSEMBLERS AND FABRICATORS-- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC AND PRECISION

OES Number 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. The occupation includes assemblers whose duties are of a non-precision nature. The occupation does not include electrical, electronic, machine and precision assemblers and workers who perform specialized operations exclusively as a part of assembly operations, such as welding, soldering, machining or sawing.

EDUCATION & TRAINING		EMPLOYER SUPPLY & DEMAND ASSESSMENT	
EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL	DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	A Little Difficult
LESS THAN H.S. OR GED	38%	DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Somewhat Difficult
H.S. OR GED	58%		
COLLEGE BUT NO DEGREE	4%		

Most employers indicated that recent hires had high school level education, but there are job opportunities in this occupation for people without a high school education.

Given the experience requirements and the above assessment of supply by the employers, job seekers with experience in this occupation will have some advantage over an inexperienced job applicant in obtaining a job.

EXPERIENCE		SIZE, PROJECTIONS & SEPARATIONS	
DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):	1993 SIZE:	155, Very Large
NOT REQUIRED	49%	7 YEAR GROWTH	+5
3 MONTHS	18%	7 YEAR GROWTH RATE	+3.2%, Slower than average growth
6 MONTHS	32%		
12 MONTHS	0%		
24 OR MORE MONTHS	1%	SEPARATIONS	20 from 1993 through 2000

The amount and type of experience required for this occupation varies by industry. Examples of experience needed includes cutting materials, cabinet assembly, general assembly, mechanical assembly, electronic technician, fabrication, and machinist.

SEPARATIONS: Employer hiring to fill openings as a result of separations accounted for approximately 35% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of approximately 32% last year. Most employers indicated that occupational employment would continue to grow for the next three years, contrary to state projections.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$9.00	\$5.50
New, experienced	\$5.50	\$10.00	\$7.75
3 years with firm	\$6.50	\$14.00	\$9.25

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	75%	13%
DENTAL INSURANCE	38%	13%
VISION INSURANCE	13%	13%
LIFE INSURANCE	38%	13%
PAID SICK LEAVE	50%	13%
PAID VACATION	88%	13%
RETIREMENT PLANS	38%	13%

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk). None of firms surveyed in the county employed part-time workers. There are a few temporary on call positions (less than 6% of occupational employment hires) in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS	94
RECRUIT VIA NEWSPAPER ADS:	67
PRIVATE EMPLOYMENT AGENCIES:	39
HIRE UNSOLICITED APPLICANTS:	49
IN-HOUSE PROMOTION OR TRANSFER:	53
PUBLIC SCHOOLS OR PROGRAM REFERRALS:	7
EDD:	17

GENERAL INFORMATION

✳️ **SKILLS** vary depending on the employing industry but most industries generally desire: **Technical skills** such as the ability to use and read a tape measure, to read blueprints, to read working drawings, to perform assembly work, to use hand tools, and to operate power hand tools, to do soldering work, and to do arithmetic using fractions and decimals; **physical skills** such as manual dexterity, hand-eye coordination, color perception, standing continuously for 2 or more hours, and the ability to lift at least 50 lb. repeatedly; **personal skills** such as mechanical aptitude, ability to perform repetitive work, willingness to work with close supervision, and ability to work independently; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting.

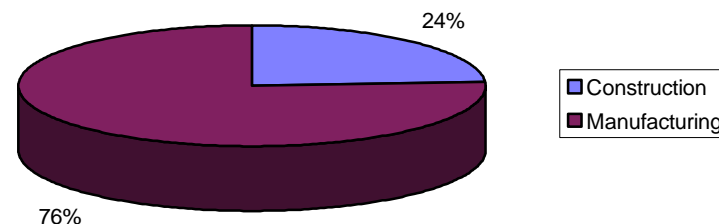
✳️ **EMERGING TECHNOLOGY AND SKILLS** include computer data base skills.

✳️ **PROMOTIONAL OPPORTUNITIES** are available for most employees. They may include promotions to positions such as lead, mechanical assemblers, power coaters, machine shop helpers, mechanics, drivers, sales positions, clean/pack clerks, machine assemblers, electrical technicians, and supervisors.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for men** with 80% being male, in the county. Other job titles for this occupation include cabinet makers and/or trainee; assembler(s); sanding/assembly; molding cutter, machinist; helper; assembly-woodshop; and mechanical assembler/clean, pack clerk.

EMPLOYING INDUSTRIES

Sheet Metal Workers Employment



D.O.T. Codes: major code groups include 788, 794, 795, 801, 806, 807, 809, 826, 827, 860, 869, 899, 915, 977, 979
9 firms, representing 130 employees responded to the survey.

AUTOMOTIVE MECHANICS

OES Number 853020

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics or Front-end Mechanics. This occupation does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists or Electrical Systems Specialists.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL</u>
H.S. OR GED	80%
SOME COLLEGE, NO DEGREE	20%
ASSOCIATE DEGREE	0%

Acceptable training includes completion of a community college Automotive Technology program or other technical school program. Car dealerships may request applicants to have completed a company designed program, such as the Ford Asset program or General Motors ASEP program. These programs are offered at community colleges and are Associate Degree programs. Based on the position being filled employers may request applicants have specific Automotive Service Excellence (ASE) certificates.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

<u>DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS</u>	Somewhat Difficult
<u>DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS</u>	Somewhat Difficult

Given the experience requirements and the above assessment of supply by the employers, job seekers with experience will have slightly better opportunities, particularly, if they are current in emerging skills and technologies (See General Information on the next page).

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
3 MONTHS	10%
6 MONTHS	10%
12 MONTHS	30%
24 MONTHS	40%
72 MONTHS	10%

Employers who hire other specialists, such as transmission repair and service advisors, may require more experience from those specialties. Many employers require at least 24 months of experience, but most will accept training as a substitute for at least some of the experience.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	60, Very Large
7 YEAR GROWTH	+10
7 YEAR GROWTH RATE	+16.7%, Slightly faster than average growth
SEPARATIONS	15 from 1993 through 2000

SEPARATIONS: Employer hiring (of those surveyed) to fill openings from separations accounted for about 50% of all hiring during the last 12 months.

GROWTH: Employers (of those surveyed) reported a growth rate of 40% over the last 12 months. Most employers indicated that the occupation would continue to grow for the next three years.

COMPENSATION

	<u>NON-UNION</u>		<u>UNION</u>	
<u>WAGES</u>	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$6.00-11.03	\$ 8.37	\$12.93-12.93	\$12.93
New, experienced	\$ 8.00-16.44		\$12.93-12.93	\$12.93
	\$12.54			
3 years with firm	\$10.00-21.58	\$17.50	\$15.52-15.52	\$15.52

Wages are presented side by side for non-union employers and union employers.
Government employers, union or non-union, pay on the high side of the wage ranges.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	78%	11%
DENTAL INSURANCE	56%	11%
VISION INSURANCE	44%	11%
LIFE INSURANCE	67%	11%
PAID SICK LEAVE	22%	11%
PAID VACATION	89%	11%
RETIREMENT PLAN	44%	11%

GENERAL INFORMATION

✳️ **SKILLS** vary depending on the specialization, but can include: **Technical skills** such as the ability to repair brakes, vehicle heaters and air conditioners, carburetors, emission controls, fuel injection systems, tune-up engines, and implement safe work practices, have skills in arc and gas welding, and front end alignment; **physical skills** such as ability to stand continuously for over 2 hours; **personal skills** such as organization and time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, the ability to work under pressure and as part of a team; and **basic skills** such as ability to follow instructions, verbal or written, basic math, and legible handwriting

✳️ **EMERGING TECHNOLOGY AND SKILLS** includes ability to use computers for diagnostic checks and troubleshooting. In addition to computers, more cars have electronic systems, such as transmissions and fuel injection, that make knowledge of how to troubleshoot and repair electronics more important. Some employers mentioned mechanics with skills limited to basic mechanics or major component replacement becoming obsolete.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, service writer and mechanic supervisor.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with 2% being female, in the county; that **unionized employees** are at 11%, in the county; and **other job titles** include automotive technicians, auto technicians, technicians, mechanic, automotive repair technician, and equipment mechanic; **tool ownership** is required by many employers of journey-level workers.

D.O.T. Code: 620.261-xxx; 620.281-xxx; 620.381-xxx; 620.684-xxx; 625.281-022, 706.381-046, 806.361-026, 806.684-038, 807.664-010, 807.684-022, 825.381-014

9 firms, representing 42 employees responded to the survey.

HOURS & SHIFTS

Most automotive technician jobs are full-time (40h/wk). Some employers are keeping longer hours to better serve customers. Thus, there may be different shifts available. There are very limited opportunities for part-time jobs (8-32 hrs) in this

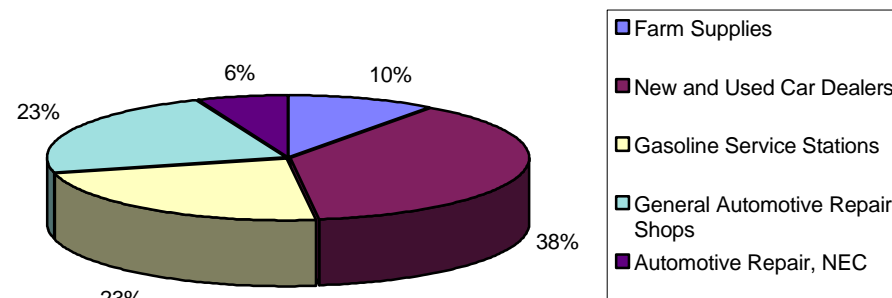
occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES REFERRALS	80%
RECRUIT VIA NEWSPAPER ADS:	80%
PRIVATE EMPLOYMENT AGENCIES:	50%
HIRE UNSOLICITED APPLICANTS	50%
IN-HOUSE PROMOTION OR TRANSFER	20%
PUBLIC SCHOOL OR PROGRAM REFERRALS	40%
EDD	10%

EMPLOYING INDUSTRIES

Automotive Mechanics Employment



BOOKKEEPING ACCOUNTING AND AUDITING CLERKS

OES Number 553380

Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They may perform any combination of calculation, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and posting pertaining to business transactions recorded by other workers. This occupation does not include workers whose primary duty is operating special office machines.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---	--

SOME COLLEGE, NO DEGREE	89%
BACHELOR DEGREE	11%

Some employers require training or certificates specifically in full-charge bookkeeping or a college degree.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

6 MONTHS	11%
12 MONTHS	33%
24 MONTHS	28%
36 MONTHS	6%
60 MONTHS	22%

All employers required at least some experience. Some will substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Somewhat Difficult
--	-----------------------

DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Somewhat Difficult
--	-----------------------

Given the experience requirements and the above assessment of supply by the employers, job seekers both with and without experience in this occupation will not have difficulty finding employment in this occupation.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	165, Very Large
7 YEAR GROWTH	+10
7 YEAR GROWTH RATE	+6.1%, Slower than average growth
SEPARATIONS	20 from 1993 through 2000

SEPARATIONS: Employer hiring to fill openings from separations accounted for about 67% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of about 11% for the last 12 months, which is more than projected by EDD.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$13.34	\$8.00
New, experienced	\$6.00	\$15.24	\$10.00
3 years with firm	\$7.00	\$17.13	\$13.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	92%	0%
DENTAL INSURANCE	77%	8%
VISION INSURANCE	54%	0%
LIFE INSURANCE	69%	0%
PAID SICK LEAVE	92%	23%
PAID VACATION	100%	8%
RETIREMENT PLAN	46%	0%

Employers may have minimum hour work requirements for part-time employees to qualify for benefits.

GENERAL INFORMATION

✱ **SKILLS** particularly **technical skills** vary depending on the specialization. Other skills can include: **Physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization and time management; attention to detail; problem solving skills; and willingness to work overtime; ability to work independently, under pressure and as part of a team; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting.

✱ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers includes computer spreadsheets, word processing, data bases, and other accounting software. Many employers are also seeking desktop publishing skills.

✱ **PROMOTIONAL OPPORTUNITIES** available for some employees include bookkeeper supervisor, head of accounting, and supervisor of fiscal services.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 97% being female, in the county; and **other job titles** include bookkeeper, secretary, office manager/accounts payable, office manager, credit manager, administrative assistant/office manager, accounting manager, accountant 1, A/P clerk, secretary/auditor, payroll clerk, analyst, accountant, and accounts payable clerk.

HOURS & SHIFTS

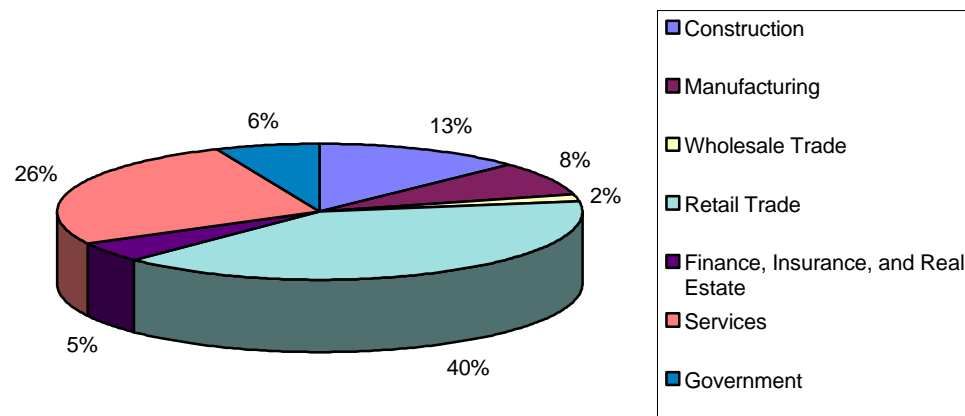
Most jobs in this occupation are full-time averaging 40 hr/wk. There are a few part-time and on-call positions that average from 9 to 23 hr/wk..

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEE REFERRALS:	56%
RECRUIT VIA NEWSPAPER ADS:	78%
HIRE UNSOLICITED APPLICANTS:	22%
IN-HOUSE PROMOTION OR TRANSFER:	22%
PUBLIC SCHOOL OR PROGRAM REFERRALS:	22%
EDD:	22%

EMPLOYING INDUSTRIES

Bookkeeping, Accounting, and Auditing Clerks Employment



D.O.T. Code: 209.687-010, 210.362-010, 210.367-xxx, 210.382-xxx, 216.362-xxx, 216.382-xxx, 216.482-xxx, 216.587-010, 219.362-066, 219.367-xxx, 219.487-010, 219.587-010
17 firms, representing 33 employees responded to the survey.

CHILD CARE WORKERS

OES Number 680380

Child Care Workers attend children at school, business, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. This does not include workers whose primary function is to teach in a structured setting.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
H.S. OR GED	86%
SOME COLLEGE NO DEGREE	14%

Most employers require 6 to 12 units in early childhood education.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS	Very Difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Very Difficult

Due to the small size of this occupation and limited separations, a job seeker, with or without experience, will probably have a difficult time finding employment.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NO EXPERIENCE	25%
3 MONTHS	7%
12 MONTHS	61%
24 MONTHS	7%

Some firms are willing to accept vocational training in place of work experience.

SIZE, PROJECTIONS& SEPARATIONS

1993 SIZE:	10, Small
7 YEAR GROWTH	+5
7 YEAR GROWTH RATE	+50% Much faster than average
SEPARATIONS	0 from 1993 through 2000

SEPARATIONS: Employer hiring to fill the openings from employee separations accounted for over 65% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of approximately 4% last year. Most of the employers surveyed indicated that the occupation would continue to grow. Some stated that it will remain stable.

COMPENSATION

<u>WAGES</u>	<u>NON-UNION</u>		<u>UNION</u>	
	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$5.00-6.15	\$6.04	\$ 8.05-8.05	\$8.05
New, experienced	\$6.25-7.00	\$6.70	\$ 8.05-8.05	\$8.05
3 years with firm	\$6.50-8.00	\$7.78	\$10.00-10.00	\$10.00
Union employers have higher wages.				

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	75%	0%
DENTAL INSURANCE	75%	0%
VISION INSURANCE	50%	0%
LIFE INSURANCE	75%	0%
PAID SICK LEAVE	100%	25%
PAID VACATION	100%	25%
RETIREMENT PLAN	25%	0%

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **Technical skills** such as knowledge of early childhood development, oral reading skills, musical skills, first aid skills, possession of an Early Childhood Development Certificate, and the ability to write effectively; **physical skills** such as the ability to stand continuously for 2 or more hours and the ability to lift at least 40lb. repeatedly; **personal skills** include the ability to handle crisis situations, possession of a clean police record, the ability to exercise patience, the willingness to work with close supervision, the ability to work independently, and the ability to work under pressure; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting.

✳️ **EMERGING TECHNOLOGY AND SKILLS** Some employers look for job applicants with computer word processing, data base, and other types of computer software skills.

✳️ **PROMOTIONAL OPPORTUNITIES** available for many employees include teacher, site director, cottage supervisor, and resource teacher. Some firms reported that they do not promote.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with about 84% being female, in the county; that **unionized employees** are at about 10%; **other job titles** include teacher aide, teacher, teachers assistant, and special needs aides.

HOURS & SHIFTS

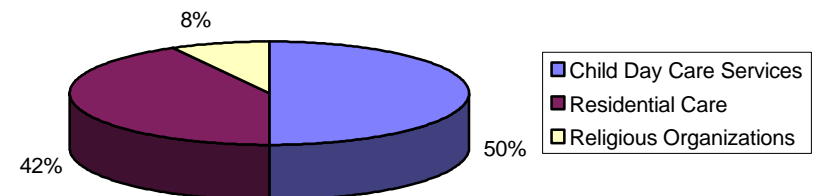
Most employment opportunities in this occupation are full-time (40hr/wk) with some part-time work(20-30hr/wk), and a little seasonal work (40hr/wk).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u>
EMPLOYEES REFERRALS	93%
RECRUIT VIA NEWSPAPER ADS:	100%
HIRE UNSOLICITED APPLICANTS	14%
IN-HOUSE PROMOTION OR TRANSFER	25%
PUBLIC SCHOOL OR PROGRAM	68%
REFERRALS	
EDD	

EMPLOYING INDUSTRIES

Child Care Workers Employment



DOT Code: 355.674-010, 359.677-010, 359.677-018, 359.677-026
4 firms, representing 77 employees responded to the survey.

DRAFTERS

OES Number 225140

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
H.S. OR GED	25%
SOME COLLEGE NO DEGREE	75%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Somewhat difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Somewhat difficult

Given the small size of this occupation, this means employment opportunities will be limited for the inexperienced, but somewhat better for the experienced.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED*	25%
12 MONTHS	75%
24 MONTHS	0%

*While not always required, 16 to 24 months or more experience is highly recommended by most employers.

SIZE, PROJECTIONS& SEPARATIONS

1993 Size:	10, Small
7 YEAR GROWTH	+5
7 YEAR GROWTH RATE	+50%, Faster than average
SEPARATIONS	5 from 1993 through 2000

SEPARATIONS: Separations provided the main source of jobs in 1996. It accounted for about 25% of all hiring over that year.

GROWTH: Employers reported a growth rate of about 75% annually, which is more growth than projected by EDD. However, both rates of growth are not sufficient enough to provide significant new occupational opportunities, due to the occupation's small size. Most employers see the employment opportunities growing over the next three years. Some employers predict the occupation to remain stable.

COMPENSATION

<u>WAGES</u>	<u>NON-UNION</u>		<u>UNION</u>	
	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$7.00-12.00	\$7.00	\$12.62-12.62	\$12.62
New, experienced	\$8.00-14.00	\$9.00	\$13.25-\$13.25	\$13.25
3 years with firm	\$10.00-16.00	\$12.00	\$15.05-\$15.05	\$15.05

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	100%	0%
DENTAL INSURANCE	100%	0%
VISION INSURANCE	50%	0%
LIFE INSURANCE	75%	0%
PAID SICK LEAVE	75%	0%
PAID VACATION	100%	0%
RETIREMENT PLAN	100%	0%

GENERAL INFORMATION

✱**SKILLS REQUIRED:** **Technical skills** such as knowledge of geometry, knowledge of trigonometry, freehand drawing skills, ability to read blueprints, computer assisted design (CAD) skills, and ability to write effectively; **physical skills** such as ability to sit or stand continuously for 2 or more hours; **basic skills** such as ability to read and follow directions; ability to write legibly; and good oral communication skills.

✱**EMERGING TECHNOLOGY AND SKILLS** sought by most employers include skills with AUTOCAD, 3D CAD, and GIS software. Also, some employers wanted computer word processing skills. Hand drafting has become an obsolete skill.

✱**PROMOTIONAL OPPORTUNITIES** Most employers surveyed stated that promotional opportunities existed to designer or engineering technician. Some stated that there are no promotional opportunities, in their firms.

✱**OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for men** with 100% being male, in the county; that **unionized employees** are at 13%; **other job titles** includes engineering drafter.

HOURS & SHIFTS

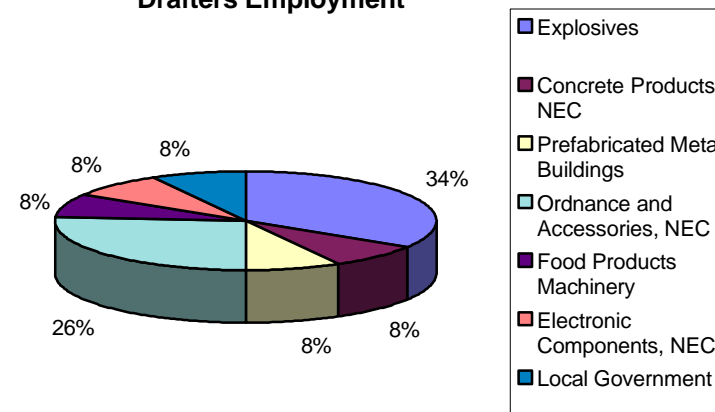
Most employment opportunities in this occupation are full-time (30 to 45 hr/wk) and a small number are part-time (20 hr/wk).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u> <u>MOS</u>
EMPLOYEES' REFERRALS	100%
RECRUIT VIA NEWSPAPER ADS	50%
IN-HOUSE PROMOTION OR TRANSFER	25%
PRIVATE SCHOOL REFERRALS	25%
PUBLIC SCHOOL OR PROGRAM	50%
REFERRALS	50%
EDD	

EMPLOYING INDUSTRIES

Drafters Employment



D.O.T. Code: 001.261-xxx, 002.261-010, 003.131-010, 003.261-xxx, 003.281-xxx, 055.281-xxx, 007.161-xxx, 007.261-xxx, 007.281-010, 010.281-xxx, 014.281-010, 017.161-010, 017.261-xxx, 017.281-xxx, 726.364-014
4 firms, representing 8 employees responded to the survey.

ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS

OES Number 225050

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Workers who just repair electronic equipment are not included under these titles.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL</u>
H.S. OR EQUIVALENT	67%
ASSOCIATE DEGREE	33%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~UNEXPERIENCED~~ APPLICANTS A Little Difficult

DIFFICULTY FINDING QUALIFIED ~~EXPERIENCED~~ APPLICANTS Somewhat Difficult

The above assessment of supply by employers implies that the qualified, experienced applicants are, at times, hard for employers to find. Job seekers without experience will find a competitive job market, while those applicants with experience will have better job opportunities.

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
NOT REQUIRED	22%
6 MONTHS	78%

Many employers of this occupation state that experience is usually required (6 months as a "technician" or in "various test jobs"). However, they state that training can substitute for the experience.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	10, Small
7 YEAR GROWTH	+10
7 YEAR GROWTH RATE	+100%, Much faster than average

SEPARATIONS 0 from 1993 through 2000

SEPARATIONS: Employer hiring to fill openings resulted from separations accounted for approximately 11% of the hiring during the last 12 months.

GROWTH: Employers reported a growth rate of about 33% annually. All employers surveyed indicated that they would grow over the next three years. This growth was attributed to new customers and continued production growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.79	\$6.00	\$5.25
New, experienced	\$5.75	\$10.00	\$8.00
3 years with firm	\$7.67	\$14.00	\$14.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	67%	0%
DENTAL INSURANCE	67%	0%
LIFE INSURANCE	67%	0%
PAID SICK LEAVE	67%	0%
PAID VACATION	100%	0%
RETIREMENT PLAN	67%	0%

GENERAL INFORMATION

✳️**SKILLS** that are generally required include: Technical skills such as knowledge of algebra, geometry, and trigonometry; ability to operate electric and electronic testing equipment; ability to write, edit, and debug computer programs; knowledge of electronic technology; record keeping skills; understanding of circuit design; knowledge of electronic circuitry; understanding of basic digital theory; ability to read schematics and working drawings, knowledge of physics; understanding of electrical technology; understanding of basic analog theory; and the ability to write effectively; **physical skills** should include good color perception; **personal skills** such as willingness to work with close supervision and the ability to work independently; **basic skills** such as the ability to read and follow instructions, the ability to write legibly, and possession of good oral communication skills.

✳️**EMERGING TECHNOLOGY AND SKILLS** sought by most employers include the use of computer spreadsheets, word processing, and other software applications, such as CAD and HP-VEE. Other skills include knowledge of computer networking and knowledge of automated test equipment.

✳️**PROMOTIONAL OPPORTUNITIES** Promotional opportunities are available from many of the firms surveyed. These opportunities are usually to some supervisory or managerial position.

✳️**OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is more of a **non-traditional occupation for women** with 35% being female, in the county, and **other job titles** include electronic test technician, mechanical assembler, test technician, and electronic technician.

HOURS & SHIFTS

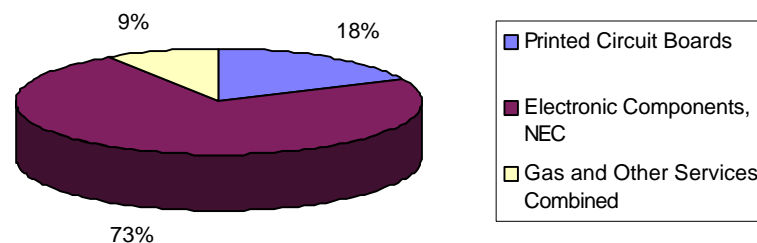
Most employment opportunities in this occupation are full-time (40hr/wk). There are very limited part-time opportunities (25hr/wk). Also, a few temporary on call opportunities are available in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS	78%
RECRUIT VIA NEWSPAPER ADS:	100%
PRIVATE EMPLOYMENT AGENCIES	78%
HIRE UNSOLICITED APPLICANTS	100%
IN-HOUSE PROMOTION OR TRANSFER	78%
PUBLIC SCHOOLS AND TRAINING PROGRAMS	78%
PRIVATE SCHOOL REFERRALS:	78%
EDD:	78%

EMPLOYING INDUSTRIES

Electrical & Electronic Engineering Technicians & Technologists Employment



D.O.T. Code: 003.161-xxx, 003.261-010, 012.267-010, 019.281-010, 194.381-010, 726.261-xxx, 828.261-018
3 firms, representing 26 employees responded to the survey.

GENERAL OFFICE CLERKS

OES Number 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. This occupation does not include workers whose duties are narrowly defined.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
H.S. OR GED	52%
COLLEGE BUT NO DEGREE	40%
ASSOCIATE DEGREE	4%
BACHELOR DEGREE	4%

Some employers require applicants to have a typing speed certification for between 40 and 50 words per minute.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	18%
4 MONTHS	15%
6 MONTHS	38%
24 MONTHS	23%
36 OR MORE MONTHS	6%

Many employees hired over the last 12 months have had clerical experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED IN EXPERIENCED APPLICANTS	Somewhat Difficult
DIFFICULTY FINDING QUALIFIED IN EXPERIENCED APPLICANTS	A Little Difficult

Given the experience requirements and the above assessment of supply by the employers, job seekers without experience in this occupation may have some difficulty finding employment. Job seekers with experience will also have difficulty. There is strong indication of a large oversupply of people qualified to do this job.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	230, Very Large
7 YEAR GROWTH	+35
7 YEAR GROWTH RATE	+15.2%, Average growth
SEPARATIONS	30 from 1993 through 2000

SEPARATIONS: Employer hiring to fill opening from separations accounted for about 48% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of approximately 18% annually. Most employers indicated that the occupation would remain fairly stable for the next three years but some projected growth and a small number projected a decline.

COMPENSATION

<u>WAGES</u>	<u>Non-Union</u>		<u>Union</u>	
	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$5.00-8.38	\$6.00	\$7.90-9.11	\$7.92
New, experienced	\$5.00-11.15	\$8.00	\$8.30-13.26	\$8.90
3 years with firm	\$7.00-\$13.00	\$10.00	\$8.72-15.35	\$10.00
Union employment predominates in this occupation.				

<u>BENEFITS</u>	<u>%FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
MEDICAL INSURANCE	92%	13%
DENTAL INSURANCE	83%	13%
VISION INSURANCE	54%	13%
LIFE INSURANCE	54%	4%
PAID SICK LEAVE	75%	33%
PAID VACATION	88%	33%
RETIREMENT PLANS	50%	21%

GENERAL INFORMATION

★ **SKILLS** that are generally required include: **Technical skills** such as those in the job description, **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization and time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instructions, and ability to perform routine, repetitive work.

★ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers includes computer spreadsheets, desktop publishing software, and all windows applications. Many employers are also seeking skills in word processing, time, billing, and data base software.

★ **PROMOTIONAL OPPORTUNITIES** available for most employees include, higher pay steps as an office clerk and/or secretary, assistant office manager, accounts payable supervisor, team leads, secretary to office manager, head of accounting, guidance technician, and office manager.

★ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 98% being female, in the county; that **unionized employees** are at almost 72%, in the county; and **other job titles** used include attendance clerk, office assistant, account clerks, administrative clerk, cashier, clerical aide, office manager, office personnel clerk, bookkeeper, receptionist, secretaries, clerk-typist, clerical assistant, and specialty clerk.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (36-40 hr/wk).

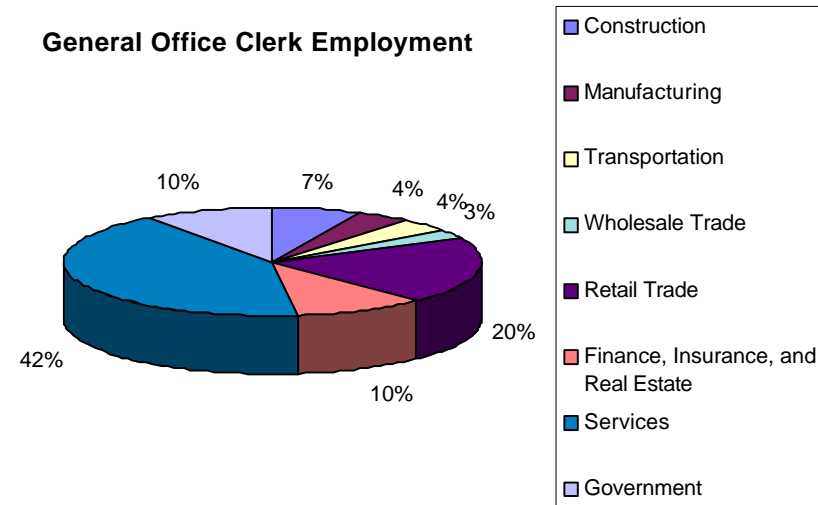
There are some part-time opportunities (15-30 hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS:	63%
RECRUIT VIA NEWSPAPER ADS:	95%
PRIVATE EMPLOYMENT AGENCIES:	8%
HIRE UNSOLICITED APPLICANTS:	5%
IN-HOUSE PROMOTION OR	65%
TRANSFER:	10%
PUBLIC SCHOOL OR PROGRAM	30%
REFERRAL	3%
EDD	
OTHER:	

EMPLOYING INDUSTRIES

General Office Clerk Employment



MAINTENANCE REPAIRERS-- GENERAL UTILITY

OES Number 851320

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; and repairing buildings, floors, or stairs.

EDUCATION & TRAINING		EMPLOYER SUPPLY & DEMAND ASSESSMENT	
EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL	DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	A Little Difficult
H.S. OR GED	100%	DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	A Little Difficult
All employers surveyed indicated that recent hires had high school level education, but there are job opportunities in this occupation for people without a high school education.		Given the experience requirements and the above assessment of supply by the employers, job seekers with experience in this occupation will have some advantage over an inexperienced job applicant in obtaining a job.	
EXPERIENCE		SIZE, PROJECTIONS & SEPARATIONS	
DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):	1993 SIZE:	150, Very Large
		7 YEAR GROWTH	+25
		7 YEAR GROWTH RATE	+16.7%
3 TO 6 MONTHS	55%	SEPARATIONS	15 from 1993 through 2000
12 MONTHS	45%		
Most employers require related work experience, but sometimes allow training to substitute for work experience.		SEPARATIONS: Employer hiring to fill openings due to separations accounted for approximately 63% of all hiring during the last 12 months.	
		GROWTH: Employers reported a growth rate of about 21% last year. Most employers indicated that occupational employment would continue to grow for the next three years.	

COMPENSATION

<u>WAGES</u>	<u>NON-UNION</u>		<u>UNION</u>	
	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$4.75-12.23	\$6.50	\$7.10-12.63	\$9.30
New, experienced	\$5.50-13.67	\$8.00	\$7.10-12.95	\$9.74
3 years with firm	\$6.50-\$15.07	\$11.00	\$7.62-13.27	\$10.69

<u>BENEFITS</u>	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
MEDICAL INSURANCE	100%	10%
DENTAL INSURANCE	100%	10%
VISION INSURANCE	80%	10%
LIFE INSURANCE	70%	10%
PAID SICK LEAVE	90%	20%
PAID VACATION	90%	20%
RETIREMENT PLANS	60%	20%

GENERAL INFORMATION

***SKILLS** vary depending on the employing industry, but most industries generally desire: **Technical skills** such as the ability to operate hand tools, plumbing repair skills, carpentry skills, electrical repair skills, painting skills, record keeping skills, ability to repair and install heating and air conditioning systems, arc and gas welding skills, ability to read blueprints, ability to do cement work, and swimming pool maintenance skills; **physical skills** such as the ability to lift at least 50 lb. repeatedly; **personal skills** such as ability to work independently, willingness to work with close supervision, and ability to provide their own hand tools; and **basic skills** such as ability to read and follow verbal or written instructions, basic math skills, ability to write legibly, and good oral communication skills.

***EMERGING TECHNOLOGY AND SKILLS** were not mentioned by the employers surveyed.

***PROMOTIONAL OPPORTUNITIES** are available for many employees. They may include promotions to positions such as crew leader, supervisor, from worker I to II to III, and from seasonal worker to permanent, full-time worker.

***OTHER RELEVANT INFORMATION** Other job titles include maintenance worker; welder/fabricators; service technician; building and grounds maintenance worker; maintenance I and II; custodian, groundskeeper; road, grounds, building maintenance worker I, II, and III; and maintenance trade worker technician. The survey also indicates that the occupation is a **traditional occupation for men** with 98% being male, in the county; that **unionized employees** are at 62%, in the county.

HOURS & SHIFTS

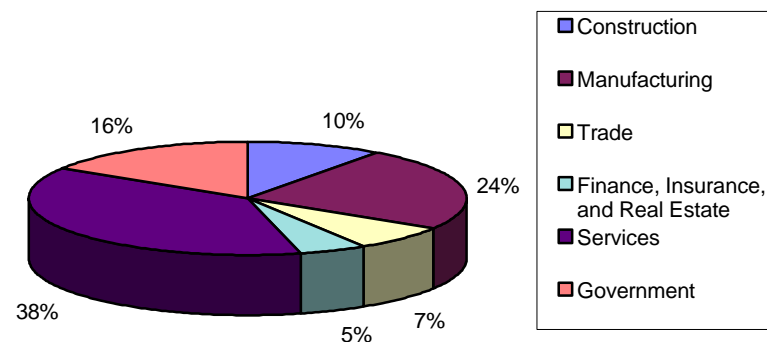
Most employment opportunities in this occupation are full-time (40 hr/wk). There are a few part-time and temporary on-call positions (less than 6% of those hired in this occupation).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS	26%
RECRUIT VIA NEWSPAPER ADS:	89%
HIRE UNSOLICITED APPLICANTS	11%
IN-HOUSE PROMOTION OR TRANSFER:	89%
EDD:	32%
PRIVATE SCHOOL REFERRALS:	16%

EMPLOYING INDUSTRIES

Maintenance Repairers – General Utility



D.O.T. Codes: major codes include 638.281-010, 899.261-014, 899.381-010
 12 firms, representing 100 employees responded to the survey.

MEDICAL ASSISTANTS

OES Number 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies, and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
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H.S. OR GED	80%
COLLEGE BUT NO DEGREE	20%
COLLEGE DEGREE	0%

Many employers require vocational training or certification from an accredited school. They estimate the training time to be between 3 and 13 months to obtain this training.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	10%
6 MONTHS	50%
12 MONTHS	30%
24 MONTHS	10%

Most employers in this occupation usually require related work experience. Most employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Somewhat Difficult
--	-----------------------

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Somewhat Difficult
--	-----------------------

The above assessment of supply by employers, implies some demand for qualified job applicants in this occupation.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	25, Medium
7 YEAR GROWTH	+5
7 YEAR GROWTH RATE	+20.0%, Faster than average

SEPARATIONS	0 from 1993 through 2000
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SEPARATIONS: Employer hiring to fill openings resulting from separations accounted for about 60% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 30% last year. Most employers (80% of those responding to the survey) indicated that they would remain stable over the next three years, but some employers (20% of those responding to the survey) projected growth. Needs of a growing population were seen as the reason for most of the occupation growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$6.00	\$9.00	\$8.00
New, experienced	\$7.00	\$12.00	\$10.00
3 years with firm	\$10.00	\$15.00	\$12.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	71%	14%
PAID SICK LEAVE	86%	57%
PAID VACATION	86%	57%
RETIREMENT PLAN	57%	29%

Some employers offer dependent health care to full-time employees.

GENERAL INFORMATION

★ **SKILLS** that are generally required include: **Technical skills** in public contact and telephone communication, good record keeping, CPR and first aid, taking vital signs, and knowledge of medical terminology, and sanitation techniques; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** being able to lift 10-20 lb.; and **basic skills** such as writing, grammar, spelling, spoken communication, basic math using a calculator, ability to follow instructions, and perform routine, repetitive work.

★ **EMERGING TECHNOLOGY AND SKILLS** sought by many employers include use of computers for history taking, insurance billing, and other record keeping.

★ **PROMOTIONAL OPPORTUNITIES** to office manager are available to a limited number of employees. Most employers, however, do not promote from this occupation.

★ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 96% being female, in the county; and **other job titles** include medical helper; medical assistant/back office nurse; chiropractic assistant, office manager; office manager, receptionist, nurse; and back office nurse.

HOURS & SHIFTS

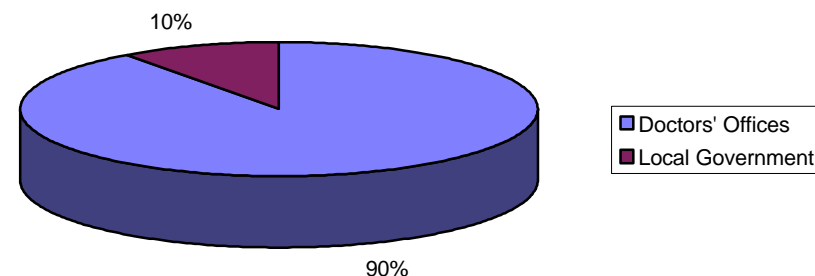
Most employment opportunities in this occupation are full-time (40 hr/wk). There are some part-time and on-call opportunities (8-32 hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEE REFERRALS:	100%
RECRUIT VIA NEWSPAPER ADS:	80%
HIRE UNSOLICITED APPLICANTS:	10%
IN-HOUSE PROMOTION OR TRANSFER	30%
PUBLIC SCHOOLS OR PROGRAM REFERRALS:	10%
EDD:	10%

EMPLOYING INDUSTRIES

Medical Assistants
Employment



D.O.T. Code: 079.362-010, 079.364-010, 079.374-018, 355.667-010
10 firms, representing 30 employees responded to the survey.

NURSE AIDES

OES Number 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Do not include Psychiatric Aides and Home Health Aides.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED

100%

This occupation requires Certified Nursing Assistant (CNA) certification. The state requires 100 hours of supervised clinical training and 50 hours of classroom training for the CNA certificate. CNAs must also take a federal exam. The licensing authority for this occupation is the Department of Health Services Nurse Assistant Certification Section in Sacramento. For information about certification contact at (916) 327-2445.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

1 MONTH

63%

3 MONTHS

37%

Many employers in this occupation require related work experience. However, a significant amount of recent hiring was done by employers not requiring related work experience. Most employers will substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~INEXPERIENCED~~ APPLICANTS

Somewhat
Difficult

DIFFICULTY FINDING QUALIFIED ~~EXPERIENCED~~ APPLICANTS

Very Difficult

The above assessment of supply by employers, implies a significant under supply of qualified job applicants in this occupation.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE: 95, Very Large

7 YEAR GROWTH +30

7 YEAR GROWTH RATE +31.6%, Much faster than average

SEPARATIONS 10 from 1993 through 2000

SEPARATIONS: Employer hiring to fill openings due to separations accounted for over 50% of all the hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 17% annually. Most employers surveyed indicated that their firm would grow in employment over the next three years. Some employers said their employment would remain stable.

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$6.50	\$5.00
New, experienced	\$5.36	\$7.00	\$6.50
3 years with firm	\$6.19	\$9.00	\$8.00

A few employers pay a commission to non-certified nursing assistants.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	100%	0%
DENTAL INSURANCE	67%	0%
VISION INSURANCE	67%	0%
LIFE INSURANCE	67%	0%
PAID SICK LEAVE	100%	33%
PAID VACATION	100%	33%
RETIREMENT PLANS	33%	0%

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40 hr/wk). There are some part-time opportunities (20-30 hr/wk). A few temporary on-call opportunities (40 hr/wk) are also available in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAS 12 MOS</u>
EMPLOYEES' REFERRALS	93%
RECRUIT VIA NEWSPAPER ADS:	100%
HIRE UNSOLICITED APPLICANTS	63%
IN-HOUSE PROMOTION OR TRANSFER:	30%
EDD:	30%

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **Technical skills** such as observation, record keeping, CPR, first aid, providing personal care, lifting, feeding, taking vital signs, and knowledge of sanitary techniques; **physical skills** such as ability to stand continuously for over 2 hours; **personal skills** such as organization and time management, attention to detail, problem solving skills, willingness to work flexible hours, ability to work independently, ability to under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instructions, and perform routine, repetitive work.

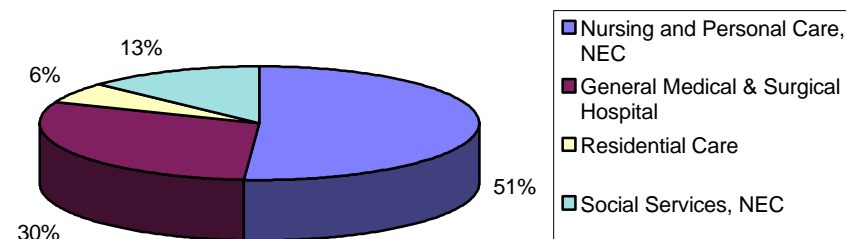
✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers (computerized chart care), communications, and caring for higher acuity patients.

✳️ **PROMOTIONAL OPPORTUNITIES** available to employees include, certified nursing assistant, caregiver II, shift manager, and care giving supervisor, assistant, and other medical occupations that require additional education such as LVN or RN.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 95% being female, in the county; and **other job titles** include Certified Nursing Assistants (CNAs), nurses assistant, and care giver.

EMPLOYING INDUSTRIES

Nurse Aides Employment



D.O.T. Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

3 firms, representing 61 employees responded to the survey.

SHEET METAL WORKERS

OES Number 891320

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

EDUCATION& TRAINING		EMPLOYER SUPPLY & DEMAND ASSESSMENT	
EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL	DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS	Somewhat Difficult
H.S. OR GED	89%	DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Somewhat Difficult
COLLEGE BUT NO DEGREE	11%	The above assessment of supply by employers implies some demand for qualified job applicants in this occupation.	
EXPERIENCE		SIZE, PROJECTIONS& SEPARATIONS	
DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):	1993 SIZE:	40, Large
		7 YEAR GROWTH	+5
		7 YEAR GROWTH RATE	+12.5%, Slower than average growth
NOT REQUIRED	11%	SEPARATIONS	10 from 1993 through 2000
6 MONTHS	4%	SEPARATIONS: Employer hiring to fill openings due to separations accounted for approximately 22% of all hiring during the last 12 months.	
12 MONTHS OR MORE	85%	GROWTH: Employers reported a growth rate of about 44% last year. Most employers indicated that they expect this occupational employment to continue to grow over the next three years.	

The amount and type experience required for this occupation varies somewhat with the employer. Examples of experience needed includes actual sheet metal experience, welding and fabricating, HVAC installation, welding, and brake operator.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$9.00	\$6.00
New, experienced	\$5.00	\$11.00	\$8.00
3 years with firm	\$10.00	\$15.00	\$12.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	83%	0%
DENTAL INSURANCE	50%	0%
VISION INSURANCE	17%	0%
LIFE INSURANCE	50%	0%
PAID SICK LEAVE	17%	0%
PAID VACATION	83%	0%
RETIREMENT PLANS	17%	0%

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40 hr/wk). There are very few part-time and seasonal positions available.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
EMPLOYEES' REFERRALS	96%
RECRUIT VIA NEWSPAPER ADS:	96%
HIRE UNSOLICITED APPLICANTS	33%
IN-HOUSE PROMOTION OR TRANSFER:	44%
EDD:	96%
PRIVATE SCHOOL REFERRALS:	4%

GENERAL INFORMATION

✳️ **SKILLS** vary depending on the employing industry, but most industries generally desire: **Technical skills** such as knowledge of geometry and trigonometry, shop math skills, ability to read blue prints, ability to use hand tools, mechanical drawing skills, welding skills, and sheet metal working skills; **physical skills** such as manual dexterity, good eye-hand coordination, possession of agility and coordination, ability to stand continuously for 2 or more hours, and ability to lift at least 50 lb. repeatedly; **personal skills** such as mechanical aptitude, spatial aptitude, willingness to work with close supervision, and ability to work independently; and **basic skills** such as ability to read and follow instructions, legible handwriting, and good oral communication skills.

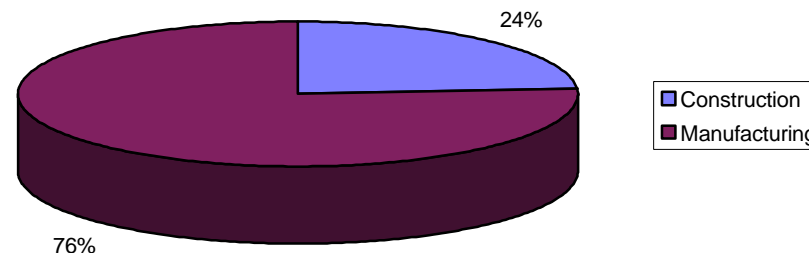
✳️ **EMERGING TECHNOLOGY AND SKILLS** include computer data base skills.

✳️ **PROMOTIONAL OPPORTUNITIES** are available for many employees. They may include promotions to positions such as welder to supervisor, field worker to supervisor, and brake operator to brake mechanic.

✳️ **OTHER RELEVANT INFORMATION** Other job titles include welder/fabricator, welder, welder helper; service technician/installer; brake operator, welder assembler; and welding, metal preparation, decks. The survey also indicates that the occupation is a **traditional occupation for men** with 98% being male.

EMPLOYING INDUSTRIES

Sheet Metal Workers Employment



D.O.T. Codes: 804.281-010, 804.281-014
7 firms, representing 103 employees responded to the survey.

STOCK CLERKS—STOCKROOM, WAREHOUSE, STORAGE YARD

OES Number 580230

Stock Clerks receive, store, and issue materials, equipment, and other items from the stockroom, warehouse, or storage yard, and keep records and compile stock reports. This occupation does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
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LESS THAN H.S.	14%
H.S. OR GED	83%
COLLEGE BUT NO DEGREE	3%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~INEXPERIENCED~~ APPLICANTS A Little Difficult

DIFFICULTY FINDING QUALIFIED ~~INEXPERIENCED~~ APPLICANTS A Little Difficult

Given the experience requirements and the above assessment of supply by employers, there appears to be only a slight shortage of job applicants.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NO EXPERIENCE	56%
3 MONTHS	14%
4 MONTHS	2%
6 MONTHS	18%
12 MONTHS	10%

Most employers in this occupation usually do not require related work experience and sometimes allow training to substitute for work experience. Employers usually define related work experience as including warehouse work, shipping/receiving clerk, receiving clerk, forklift/delivery driver, and sales clerk.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	60, Very Large
7 YEAR GROWTH	0
7 YEAR GROWTH RATE	0.0%, Remain Stable

SEPARATIONS 10 from 1993 through 2000

SEPARATIONS: Employer hiring to fill openings due to separations accounted for approximately 69% of all hiring, during the last 12 months.

GROWTH: Employers reported a growth rate of 14% during the previous 12 months. Most employers indicated that they would grow, although some expect growth to remain stable over the next three years. The reasons given for growth included growth in the county population and the opening of new firms.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$8.00	\$6.00
New, experienced	\$5.00	\$9.00	\$6.00
3 years with firm	\$6.25	\$12.00	\$8.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
MEDICAL INSURANCE	77%	15%
DENTAL INSURANCE	38%	15%
VISION INSURANCE	15%	8%
LIFE INSURANCE	54%	8%
PAID SICK LEAVE	31%	15%
PAID VACATION	85%	15%
RETIREMENT PLAN	38%	15%

GENERAL INFORMATION

★**SKILLS** that are generally required include: **Technical skills** such as ability to operate a fork lift, record keeping skills, understanding inventory techniques, labeling skills, ability to stock shelves, bondable, possession of a Class B driver's license; **physical skills** such as ability to lift 50 lb. repeatedly; **personal skills** such as willingness to work with close supervision, public contact skills, and ability to work independently; **basic skills** such as ability to follow oral instructions, basic math skills, ability to read and follow instructions, ability to write legibly, and oral communication skills.

★**EMERGING TECHNOLOGY AND SKILLS** Some employers seek applicants with knowledge of computer spreadsheets and other business related computer software.

★**PROMOTIONAL OPPORTUNITIES** available for most employees include sales, supervisor, warehouse manager, team leader, cashier, and clerical office worker.

★**OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is composed of approximately 55% male and 45% female in the county; and **other job titles** include shop/store clerk; stock and sales clerk; production worker; clerk, delivery help; warehouse man; warehouse worker; backstocker; ticketer; supplies lead; and stock clerk/grocery clerk.

D.O.T. Code: 219.367-018, 219.387-xxx, 221.587.xxx, 222.167-010, 222.367.xxx, 222.387-xxx, 222.487-010, 222.687-xxx, 229.367-xxx, 229.587-014, 249.367-058, 339.687-010, 381.687-010, 969.367-010, 222.487-014
13 firms, representing 149 employees responded to the survey.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40-60 hr/wk). There are some part-time opportunities (15-30 hr/wk) in the county. A few opportunities do exist for temporary on-call and seasonal workers (10-40 hr/wk).

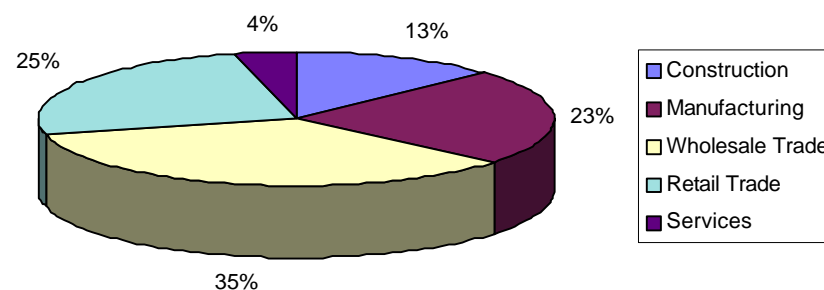
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS	98%
RECRUIT VIA NEWSPAPER ADS:	26%
PRIVATE EMPLOYMENT AGENCIES:	15%
HIRE UNSOLICITED APPLICANTS	47%
IN-HOUSE PROMOTION OR TRANSFER:	64%
EDD	1%
*OTHER:	17%

*Employers reported also using word of mouth and notice on their firm's front door to recruit job applicants.

EMPLOYING INDUSTRIES

Stock Clerks -- Stockroom, Warehouse, Storage Yard Employment



TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES Number 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for transportation of products. The occupations of Stock Clerk and workers who have the primary duties of weighing and checking are not included under Traffic, Shipping, and Receiving Clerks.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	---

LESS THAN H.S.	18%
H.S. OR GED	77%
COLLEGE BUT NO DEGREE	5%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~UN~~EXPERIENCED APPLICANTS Somewhat Difficult

DIFFICULTY FINDING QUALIFIED ~~EX~~PERIENCED APPLICANTS Somewhat Difficult

Given the experience requirements and the above assessment of supply by employers, there appears to be an under supply of qualified job applicants in this occupation.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
--	---

3 MONTHS	9%
6 MONTHS	5%
12 MONTHS	59%
24 MONTHS	9%
NOT SPECIFIED	18%

Many employers in this occupation usually require related work experience. Many employers will accept general office, warehouse inventory, or expediter experience, although some specifically require shipping and receiving experience. Most employers will sometimes substitute training for experience.

SIZE, PROJECTIONS & SEPARATIONS

1993 SIZE:	70, Very Large
7 YEAR GROWTH	+5
7 YEAR GROWTH RATE	+7.1%, Slower than average growth

SEPARATIONS 5 from 1993 through 2000

SEPARATIONS: Employer hiring to fill openings from separations accounted for about 32% of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of about 59% during the previous 12 months. Most employers indicated that they would grow, although a few expect to remain stable or decline over the next three years. The reasons given for this growth included growth in production, increase in rail shipping volume, increasing demand for product, and company expansion plans.

COMPENSATION

<u>WAGES</u>	<u>NON-UNION</u>		<u>UNION</u>	
	<u>RANGE</u>	<u>MEDIAN</u>	<u>RANGE</u>	<u>MEDIAN</u>
New, no experience	\$4.25-\$10.36	\$6.00	N.A.	
New, experienced	\$5.00-\$12.00	\$7.00	\$9.57 - \$9.57	\$9.57
3 years with firm	\$5.00-\$17.00	\$10.00	\$11.18-\$11.18	\$11.18

<u>BENEFITS</u>	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
MEDICAL INSURANCE	93%	13%
DENTAL INSURANCE	67%	13%
VISION INSURANCE	27%	7%
LIFE INSURANCE	60%	7%
PAID SICK LEAVE	53%	13%
PAID VACATION	80%	13%
RETIREMENT PLANS	53%	7%

GENERAL INFORMATION

✳️ **SKILLS** that are generally required by employers include: **Technical skills** such as the ability to operate a fork lift, ability to plan and organize the work of others, record keeping skills, the understanding of inventory techniques, ability to use the U.S. and private postal services effectively, possession of a valid driver's license, the ability to write effectively; **physical skills** such as the ability to stand continuously for 2 or more hours and the ability to lift at least 60 lb. repeatedly; **personal skills** such as the willingness to work with close supervision, the ability to read and follow instructions, and the ability to write legibly; **basic skills** such as basic math skills, the ability to read and follow directions, and good oral communication skills.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers include use of computers with word processing, database, spreadsheet, and specialized software knowledge. Knowledge of scheduling and customer service are also important.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include supervisor, team leads, assemblers, production worker, and management positions.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for men** with 76% being male, in the county; that **unionized employees** are at about 9%, in the county; and **other job titles** include merchandise handler; warehouse clerk; receiving clerk; shipping clerk; shipping/receiving clerk, driver; material handler, storekeeper; transport utility clerk; and production worker.

HOURS & SHIFTS

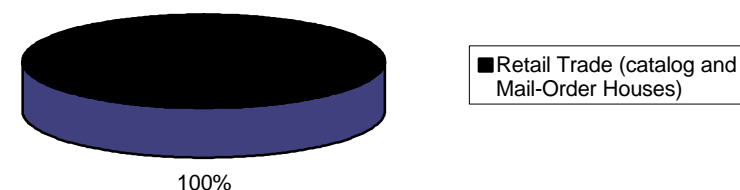
Most employment opportunities in this occupation are full-time (40-45 hr/wk). There are a few part-time opportunities (15-25 hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
EMPLOYEES' REFERRALS	82%
RECRUIT VIA NEWSPAPER ADS:	91%
PRIVATE EMPLOYMENT AGENCIES:	9%
HIRE UNSOLICITED APPLICANTS:	41%
IN-HOUSE PROMOTION OR TRANSFER:	27%
EDD:	36%
*OTHER (union bidding process)	9%

EMPLOYING INDUSTRIES

Traffic, Shipping, and Receiving Clerks Employment



D.O.T. Code: 209.367-042, 214.587-014, 219.367-xxx, 221.367-022, 221.687-014, 222.367-066, 222.387-xxx, 222.485-010, 222.567-010, 222.567-014, 222.587-018, 222.587-xxx, 222.687-xxx, 248.362-010, 248.367-xxx, 919.687-010, 976.687-018
15 firms, representing 49 employees responded to the survey.

APPENDIX